

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT REQUEST FOR PROPOSALS & QUALIFICATIONS

February 1, 2005

INVITATION

The Midpeninsula Regional Open Space District is pleased to announce the opportunity to provide _____ services for the _____ at _____ Open Space Preserve.

PROJECT DESCRIPTION

Introduction

1. **Location.**
 - Regional Context
 - Local Context
2. **Site Conditions and Surroundings.**
3. **Brief Description of the Project.**
4. **Background.**

Project Design Objectives and Requirements

Project Issues

Scope of Work

(include description of what the District will/will not provide and what the Consultant will be responsible for delivering/acquiring/etc ----- examples: permit fees, preparing/filing permits, conducting surveys, acquiring versus creating GIS information, submitting plans as .pdfs/.CAD files)

Phase I

Phase II

Phase III

SUBMISSION REQUIREMENTS

Please keep proposals to no more than twelve pages, not including qualifications.

Proposed Approach

Provide a description of how the project team intends to complete the work.

Team Structure

Provide an organizational chart. Include all key project team members and explain their role and responsibility throughout the project. Identify the project team members who are the daily contacts. Provide a description of the team that addresses the following:

1. **Qualifications.** Provide a biography describing the project team members' individual qualifications and history, years in business, location(s), legal structure, ownership, organizational structure and key staff who would be committed to this project.
 2. **Project team structure.** Provide a description of the probable team including subconsultants.
 3. **Prior experience.** Provide examples of the project team's previous experience with comparable projects. Examples should emphasize projects that are _____. Include descriptive information such as the character of the project, the scope of involvement, location of the project, and the completion of the project. Project teams are encouraged to include illustrations or photographs of work designed and/or developed by team members.
 4. **References.** Provide a list of at least three current references that have relevant knowledge concerning the project team's ability to manage similar projects. Names, affiliations, addresses, and current telephone numbers of all references must be provided.
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2. A detailed list of the necessary tasks to complete the project and an estimated fee proposal divided by phase. The fee proposal should include all anticipated reimbursable expenses as a separate line item, the charge rates of the people who would perform the work (please identify tasks to be performed by sub-consultants), and a standard hourly rate schedule.
 3. An organization chart for the project showing the names and roles of the key personnel assigned.
 4. A summary of the background and specific pertinent expertise of key personnel, as well as a statement of their time commitment to the project.
 5. A list of specific related experience of the firm on this type of project and the name and telephone number of a client contact for each job cited.
 6. A description of the firm's method of, and experience in, controlling project costs and schedules.
 8. A statement of the firm's acceptance of the District's insurance and indemnification requirements, or any reservations the firm has with the requirements. Please see attached Midpeninsula Regional Open Space District Draft Agreement for Professional Services.

Project Fee

Provide a detailed estimated fee proposal that is divided by phase. The fee proposal should include all anticipated reimbursable expenses as a separate line item, the charge rates of the people who would perform the work (please identify tasks to be performed by sub-consultants), and a standard hourly rate

schedule. Provide a description of the key assumptions used to calculate the project fee. If appropriate, identify cost saving strategies as well.

A statement of the firm's acceptance of the District's insurance and indemnification requirements, or any reservations the firm has with the requirements. Please see attached Midpeninsula Regional Open Space *District Draft Agreement for Professional Services*.

SELECTION PROCESS

This Request for Proposals is being sent to a limited number of firms (approximately 5-6) who have come to our attention based on the quality of their work. The District anticipates that three to four qualified development teams will submit proposals for the Project. All teams will be asked to make a general presentation of their plan to the selection committee followed by an interview. The selection committee reserves the right to have discussions with any or all of the submitting teams. The District will make a recommendation to the Board of Directors for approval of the consultant contract.

Evaluation Criteria

The goal for each firm should be to prepare a proposal that is comprehensive. The proposal should describe how the proposing firm would fulfill both the _____ goals as explained in the _____, as well as the financial requirements and overall business approach. The Teams are encouraged to specify their design and implementation strengths. The District places special emphasis on quality control with regard to the physical plan; proposers should provide clear information on how this goal will be met. Once the proposals are received, the selection committee may require clarification and additional information. The proposals will be evaluated according to the criteria listed and described below. The order of the criteria listed below does not reflect a hierarchy for the final selection.

1. Quality of Proposal

- Consistency with the objectives
- Demonstrating an understanding of the project
- Fulfilling proposal requirements as described in this RFP
- Overall presentation

2. Implementation Approach

- Organization, structure and responsibilities of the project team
- Proposed approach
- Proposed strategies to reduce time and costs

3. Implementation Expertise

- Proven track record, the technical ability of the team to accomplish the District's goals
- Background, qualifications, experience and expertise of the firm (including subconsultants) in similar projects
- Project Fee

4. Additional Considerations

Elements of the _____, which are not required by the proposal, but will be looked upon favorably include:

- Providing _____

- Providing _____

The selection of the team will not be based solely on the "lowest bid." Instead, the District intends select the best overall proposal package to achieve the project goals.

RFP and Contract Award Schedule

The following is a tentative schedule that is subject to change. The District will inform all teams of changes in the schedule by fax and correspondence.

DATE	Deadline to receive Proposals, three (3) copies
DATE	Presentations by firms and interviews with selection committee
DATE	Selection committee ranks proposers
DATE	Board of Directors approves consultant contract
DATE	Begin negotiations towards development agreement

STIPULATIONS

Interviews and Requests for Additional Information from the District

The District reserves the right to conduct personal interviews or require presentations of any or all proposers prior to the selection. The District reserves the right to request more detailed information from one or more proposers to provide for a reliable comparison between proposals.

General Stipulations

The District is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The District will not be liable for any costs incurred by the proposers that are related to the RFP process; this includes production of the proposal, interviews/presentations, travel and accommodations. The District reserves the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this Request for Proposal will become the property of the District and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the District. The District reserves the right to reject any and all proposals and to waive minor irregularities. The District also reserves the right to seek new proposals or re-advertise if responses have not been satisfactory or for any other reason.

Requests for Additional Information and Questions

Specific questions related to the RFP must be addressed in writing to the District. Answers will then be distributed to all teams. Additional and updated information will be provided to the teams via fax or email and correspondence. Please submit all requests to:

 Midpeninsula Regional Open Space District
 330 Distel Circle
 Los Altos, CA 94022

PROPOSAL DEADLINE

Three (3) copies of each final proposal are to be submitted by _____ ***Day, Date and Time***, to ***Project Manager, Title, Address***. The District at its sole discretion may grant

an extension to all candidates if circumstances require additional time. Responding teams should assume that the District may initiate discussions simultaneously with all respondents.

PRE-PROPOSAL CONFERENCE

At this time, a pre-proposal conference has not been scheduled. Upon review of this Request for Proposal and Qualifications, a pre-proposal conference may be scheduled at the request of a firm. If a pre-proposal conference will be held, notification will be given to all interested firms.

VISITING THE PROJECT SITE

Access to the proposed project site requires a District permit to enter. All off-trail navigation, including within the study area, is currently prohibited unless prior District approval in written form is obtained. If you wish to visit the site, please contact Ana Ruiz, Open Space Planner II, at (650) 691-1200 to obtain the necessary clearance.

PROPRIETARY INFORMATION

The District is sensitive to concerns regarding proprietary information and the RFP Process. However, the RFP process is subject to the State of California's Right of Information Act, specifically California Code _____. As such, if proprietary information is specifically requested by members of the public, it may be subject to dissemination, in accordance with the provisions of _____. The submitted proposals, excluding proprietary information, are subject to general public review _____ days after the submission deadline.

In accordance with _____, and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable law and exempting the same from disclosure.

LIST OF ATTACHMENTS